

<p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">19.2</p> <p>Date Filed</p> <p style="text-align: center;">February 13, 2003</p>	<p>Total Pages</p> <p style="text-align: center;">3</p> <p>Effective Date</p> <p style="text-align: center;">May 24, 2004</p>
<p>Authority/References</p> <p>KRS 196.035, 197.020, 197.047, 197.110, 197.120, 197.150, CPP 19.3, 15.3</p>	<p>Subject</p> <p style="text-align: center;">SENTENCE CREDIT FOR WORK</p>	

I. DEFINITIONS

“Work time credit” means a time credit earned by performing work in an approved job assignment after March 31, 2003 that shall be deducted from an eligible inmate’s sentence calculation, as provided in KRS Chapter 197.

“Anniversary date” means the date sentenced or received as recorded on the second line of the resident record card. The inmate’s eligibility for work time credits shall be reviewed each year through that date.

“Eligibility list” means a computer-generated list of the names of inmates who shall be considered for work time credits, if eligible. The monthly list utilized to identify inmates to be considered for meritorious good time shall serve as the list to identify inmates due to be reviewed for work time credits.

II. POLICY AND PROCEDURE

A. Review Procedure

1. An inmate eligible for work time credits for work performed shall be reviewed annually through his anniversary date.
2. In addition, an eligible inmate shall be reviewed when he is:
 - a. scheduled to be released by minimum expiration. His work time credits shall be calculated within 120 days of his scheduled date of release and applied to his sentence.
 - b. released by any means other than expiration of sentence. His work time credits shall be calculated within thirty (30) days from the date of release and applied to his sentence.
3. The monthly eligibility list shall be utilized to determine which inmates are to be reviewed during a particular month for work time credits for work performed in accordance with KRS Chapter 197.

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- a. Inmates serving a life sentence, regardless of parole eligibility, shall not be eligible for work time credits.
- b. If an inmate receives a new conviction or a change in current convictions, this information shall be reviewed by appropriate institutional staff to determine if his eligibility status has changed.
- c. Staff designated by the warden shall review the eligible inmates on the list to determine the amount of work time credits earned during the review period.

B. Calculation of Work Time Credits

1. The number of work time credits earned shall be converted into days by:
 - a. determining how many hours an inmate worked during the review period, and
 - b. dividing the number of hours worked by forty (40).
2. When an inmate's work time credits are calculated, only whole days shall be applied to his sentence.
3. Remaining work time credits that are less than a whole day shall not carry over to the next review period.

C. Application of Work Time Credits

1. Any work time credits earned shall be applied to the inmate's maximum expiration date after the date has been adjusted to reflect any statutory good time, jail credit, meritorious good time, educational good time, exceptional award of good time or any other adjustments that have been previously made to his sentence.
2. Each Institutional Offender Information Section shall:
 - a. enter the work time credits earned into the ORION System, and
 - b. forward the anniversary list of inmates and amount of work time credits awarded to Central Office Offender Information Services.

D. Forfeiture

1. Work time credits awarded shall not be subject to forfeiture by the adjustment committee unless all statutory good time and meritorious good time have been forfeited.

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2. Work time credits that have been earned shall not be denied or reduced when an inmate is reviewed for an award except as provided for in section II(B)(3) of this policy.